



Town of North Hampton
Planning Board
233 Atlantic Avenue – 2nd Floor
North Hampton, NH 03862-0710

Tel 603.964.8650
Fax 603.964.1514

Dear Applicant to the North Hampton Planning Board:

The North Hampton Planning Board welcomes applications for reviews and aims to carry out its responsibilities with deliberate speed.

Governed by provisions of the Zoning Ordinance, the Planning Board reviews applications under the following regulations:

- Excavation Regulations
- Subdivision Regulations
- Site Plan Review Regulations

Each of the above sets of regulations governs the Planning Board's reviews of applications for various purposes such as site plans, subdivision plans, changes of use, voluntary lot mergers, or lot-line adjustments. Please refer to the set of regulations that applies to the kind of application you are submitting for details about requirements for application materials that enable the Planning Board to proceed efficiently. The Zoning Ordinance and regulations are available on-line at <http://www.northhampton-nh.gov/> or may be purchased at the Town Office in booklet form.

Typically the review process includes the following steps:

- 1) Submission of requisite application materials to the Planning and Zoning Administrator, the RPC Circuit Rider Planner, and Town Engineer as required.
- 2) Review of application materials at the applicant's expense (where fees are incurred) by one or more of the following advisors to the Planning Board:
 - a) Application Review Committee of the Planning Board,
 - b) Circuit Rider Planner from the Rockingham Planning Commission,
 - c) Town Engineer, or
 - d) Other specialized consultants as determined by the Planning Board.
- 3) Advisory review reports are provided to the Planning and Zoning Administrator who will forward copies of these reports to the applicant as soon as possible.
- 4) Submission of responses from the applicant – including revised application materials, where appropriate -- to the above reviews. Such materials must be submitted at least three business days before the Planning Board's meeting on the application to enable members to adequately review the information.
- 5) Review by the Planning Board for the purpose of accepting or declining jurisdiction for the application. This step determines whether the application materials submitted for review are sufficiently "complete" for the Planning Board to deliberate the merits of the application.
- 6) Review and public hearing by the Planning Board to determine whether to approve, conditionally approve, or deny the application. Submission of requisite materials for formal approval – such as recordable Mylars of plans for subdivision and site plans.

Provided that the application meets deadlines for submission (see "Submittal Date" requirement on the Planning Board Schedule), the Planning Board will normally render a decision about whether to accept jurisdiction at the next regular meeting following that submission.

After accepting jurisdiction, the Planning Board normally decides whether to approve or deny the application within 65 days of accepting jurisdiction.

If components of a plan or other information deemed necessary for the Planning Board's review are not provided in a timely way, the Planning Board may not take jurisdiction for reviewing your plan as submitted. In such cases, you will receive a decision letter that states reasons and specifies materials required to complete the application.

If you want the Planning Board to waive one or more requirements for a complete plan, you must submit a request for a waiver of each requirement on a "Waiver Request Form." The waiver request shall include an explanation of your reason that the requirement should not apply to your application. Each requirement requested to be waived must be on a separate "Waiver Request Form" and submitted with your application. Additional Waiver Request Forms are available on-line or at the Town

Office. The Planning Board acts on requests for waivers, if any, before deciding whether to accept jurisdiction for your application.

Requisite fees for each application must be submitted to the Planning and Zoning Administrator before the Planning Board begins the review process. If fees – including, but not limited to, all administrative, review, recording, and engineering fees -- are not paid in advance, the Planning Board will not accept jurisdiction for your application.

As the applicant, you are responsible for ensuring that the Circuit Rider Planner from the Rockingham Planning Commission and, when required, the Town Engineer receive copies of your application when you submit it for the Planning Board's review. Their addresses are provided on the "Authorization for Review--RPC" form and the "Engineering Review Authorization" form provided within your application packet. In most cases, both the Circuit Rider Planner and the Town Engineer will review Site Plans and Subdivision Plans. In some cases, additional reviews by specialized consultants may be required. The applicant shall be responsible for paying costs associated with additional consultant review. Please ensure that all of your plans have keys or legends that identify all symbols for the Planning Board and other reviewers.

You may call Ms. Jennifer Rowden, at the Rockingham Planning Commission (603-778-0885) with any questions you may have about the application process.

Cordially,
North Hampton Planning Board



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Dear Applicant,

The attached checklist is provided to help you in the preparation of your application. The Application Review Committee (ARC) uses this document in developing recommendations to the full Planning Board about whether to accept jurisdiction for each application. The ARC also uses it and offers it to you as a guide as to what regulations and ordinances may be considered while reviewing applications. Any recommendations that the ARC makes to the Planning Board will be given to you. You may act upon the information as you see fit. Recommendations by the ARC are not binding on the Planning Board as a whole, but often give advice that may expedite the review process.

If you agree with recommendations of the ARC, you are encouraged to provide updated or additional documentation. In order for the Planning Board to consider new or updated materials, they must be submitted at least three business days before the meeting at which the Planning Board is scheduled to consider your application. Please do not expect the Planning Board to consider new or revised materials presented on the day of the meeting.

The checklist is based on information from the Zoning Ordinance, Subdivision Regulations, and Site Plan Review Regulations for North Hampton. For further details, you may purchase a copy of these regulations from the Town Office for \$25.00 or you may review them on line at the Town's web-site:

<http://www.northhampton-nh.gov>, then select "Departments," then select "Planning and Zoning Department," and then select "Planning and Zoning Ordinances and Regulations."

**NORTH HAMPTON
SITE PLAN REGULATIONS (SPR) SUMMARY
AND SITE PLAN REQUIREMENTS ARC CHECK LIST**

Applicant: _____

Date: _____

The following provides information that Applicant and Planning Board members should consider when proposing/evaluating site plans. It is not intended to be as thorough as the Site Plan Regulation but can serve as a checklist to help expedite the approval process and assist Applicants in providing complete proposals. This is also the checklist that the Application Review Committee uses to review proposals and provide input to the full Planning Board. Note that the controlling document is the "North Hampton Site Plan Review Regulations"

General Regulations include

Site Plan Review (SPR) regulations govern the review of site plans for the development, change, or expansion of use of non-residential uses or multi-family dwellings. (Section I)

Completed applications should include all the information the Planning Board needs to review a site plan proposal and make an informed decision. (Sec III) Site Plan applications shall be disapproved by the Planning Board without a Public Hearing if they are incomplete or if fees are not paid as required by the regulations. (Sec VI B.4)

No site plan will be approved unless it is in compliance with all pertinent ordinances and regulations. (Sec IV.A)

SPR regulations shall be interpreted as MINIMUM REQUIREMENTS and compliance with these minimum requirements in no way obligates the Planning Board to approve any particular application solely on that basis. (Sec IV.B) If in conflict with other regulations, the more stringent shall apply. (Sec XIV.D)

Waiver requests by the applicant of any of the Site Plan Requirements must be requested using "Waiver Request Form". (Sec XV.B.2)

The Planning Board will consider all aspects of an application including the impact of the development on resources, on local traffic patterns, and on available public utilities, services, and municipal resources. Only after the Planning Board has fully satisfied itself that the proposed project is in the public health, safety, welfare or prosperity, will the application be approved. (Sec IV.B)

The Planning Board shall take into consideration the public health, safety and general welfare, the comfort and convenience of the general public, and shall ensure that proposed development does not have a detrimental effect on the abutters, the neighborhood, and the environment of the Town. (Sec IV.E)

Offsite public improvements and amenities may be required to assist in the establishment of a sound built environment. Improvements shall include but not be limited to roadway improvements, intersection improvements or signalization, sidewalks, landscaping, extension of utilities, drainage improvements to serve the proposed site. Performance security may be required for off-site improvements. (Sec IV.F)

SPR is required for (1) the construction of any non-residential use or multi-family dwellings, (2) the conversion or enlargement of existing non-residential or multi-family uses, (3) Any change of use to a building or site which does not have an approved site plan. The Planning Board may waive this

requirement if there is no anticipated impact on traffic, off-street parking, drainage, municipal services, or the surrounding neighborhood. (Sec V.A.1-3)

PRIOR TO ANY LAND CLEARING, EXCAVATION, SITE PREPARATION, CONSTRUCTION OR ANY OTHER SUCH ACTIVITY MAY BEGIN ON A SITE, AND BEFORE ANY PERMIT FOR SUCH ACTIVITIES MAY BE ISSUED, FINAL APPROVAL OF THE SITE PLAN IS REQUIRED AS EVIDENCED BY THE RECORDING OF THE APPROVED PLAN AT THE ROCKINGHAM COUNTY OF REGISTRY OF DEEDS. ALL ACTIVITY ON THE SITE SHALL BE PERFORMED IN ACCORDANCE WITH THE APPROVAL. (Sec V.A.4) (Sec IV.G)

General Requirements of SPR Proposals: (Sec IV E.)

- _____ Appropriate buffers are maintained or installed to screen the use from neighboring properties. (Sec IV.E.2.a)
- _____ Landscape treatment shall consist of natural vegetation, shrubs, trees or fences as appropriate. (Sec IV.E.2.a)
- _____ Safe, adequate, and convenient vehicular and pedestrian traffic circulation, both within and adjacent to the site. (Sec IV.E. 2.b)
- _____ Sufficient off-street parking and loading space, including off-street areas for maneuvering anticipated trucks and other vehicles. (Sec IV.E.2.c)
- _____ Parking and loading areas are constructed to minimize dust, erosion and conditions that would have a detrimental effect on neighboring properties. Paving may be required. (Sec IV.E.2.d)
- _____ Grading, paving and storm drainage systems will not result in erosion/sedimentation of streams, or damage to abutting properties and roads. (Sec IV.E.2.e)
- _____ Light, glare, odors, noise and vibration will not be discernable off the premises except for indirect lighting; such lighting shall not glare on abutting properties or public highways or streets. (Sec IV.E.2.f)
- _____ Access to public streets will meet the standards of the NHDOT and/or the Town. (Sec IV.E.2.g)
- _____ Water supply and sewage and disposal facilities are provided to meet the needs of the proposed use per regulations of NH DES and/or the Town. (Sec IV.E.2.h)
- _____ If applicant is not owner of site, written authorization from owner is required for applicant to appear in their behalf. (Sub-div Sec V.F.1)
- _____ Town Departments have reviewed and commented on site plan - Building Inspector, Highways, Fire, Police, Conservation, School Board. (Sec IV.E.3)
- _____ Agreement to pay professional fees form signed as required. (Sec IV.G)
- _____ 14 copies of Deed.
- _____ Performance Security has been posted to cover the construction and installation of any required improvements such as street improvements, drainage structures, utilities, landscaping, etc. (Sec XIV)

Monumentation Information

- _____ Concrete or granite monuments are at least 4 feet in length and 4 inches in diameter with drill hole at the center point. (Sub-div Sec IX.D.2)
- _____ Iron pipes at least 4 feet in length shall be set at all other lot corners. (Sub-div Sec IX.D.2)
- _____ All monuments shall be set two to six inches above finished grade. (Sub-div Sec IX.D.2)
- _____ In existing stone walls or ledge, a 1 inch deep drill hole may be set instead of required monument. (Sub-div Sec IX.D.2)
- _____ If distance between monuments is > 400 feet, iron pipes are to be set at 200 feet intervals. (Sub-div Sec IX.D.3)
- _____ Certificate of Monumentation must be signed with seal of licensed land surveyor and submitted to PB before site plan is signed off by PB Chairman. (Sub-div Sec IX.D.4.b&c)

Section VIII Completed Application Requirements

The following information is required on the site plan or as part of the submission package in order for the application to be considered complete. (VIII.A)

All application documents, plans, supporting documentation and other materials shall also be provided in digital Portable Document Format (PDF), one file for each plan. Digitally submitted files are in addition to and do not replace any current submission requirements. Digital files shall be complete and exact copies of the corresponding paper submittals (e.g., plans shall be at the same scale and sheet size as the paper copies).

Applicants may submit additional digital files to assist in presentations at public hearings, but such additional digital files shall not be considered part of the application unless corresponding paper documents are also provided. This digital format will be kept in the Planning Department digital files and may be used to send plans to Planning Board Members, abutters, peer review engineers, and all other interested parties.

**Note that for complex site plans, it is preferable that there are separate drawings showing:
(1) existing conditions (2) proposed conditions (3) landscaping plan (4) building elevations**

- _____ Application form completely filled out and signed (14 copies) plus a complete application and plan in digital Portable Document Format (PDF). (VIII.A.1)
- _____ Abutters list (on Avery 5160 labels), to include owner(s) of record, applicant (if different), and any engineer, architect, land surveyor, or soil scientist whose professional seal appears on the plan. (Sec VIII.A.2)
- _____ All applicable fees have been paid to the Town. (VIII.A.3)
- _____ 14 sets of the site plan and related documents (for 7 Board members, 3 alternates, 1 master, 1 for RPC review, 1 for Town Engineer, 1 for Department Head review). (VIII.A.4)

Information required on site plan drawings:

- _____ Abutter's location relative to proposed site plan (Sec VIII.B.2)
- _____ Scale (not more than 1" = 100') (Sec VIII.B.3)
- _____ Site plan name or identifying title (Sec VIII.B.4)
- _____ Current owner(s) of record (and applicant if different) (Sec VIII.B.5)
- _____ Date of plan drawing and change control block (Sec VIII.B.6)
- _____ North arrow (Sec VIII.B.6)
- _____ Relative Location (locus map) (Sec VIII.B.6)
- _____ Name, license #, signature and seal of surveyor (required) and engineer if applicable (Sec VIII.B.7)
- _____ Tax map, lot and parcel # (Sec VIII.B.8)
- _____ Zoning district(s), district overlays, required setbacks matrix (Sec VIII.B.9)
(Zoning Sec 406 Yard & Lot Requirements)
- _____ Endorsement block for Planning Board approval, typically with 7 approval lines (Sec VIII.B.10)
- _____ Surveyed property lines of entire parcel including bearing and distances (Sec VIII.B.11)
- _____ Size of entire parcel specified (Sec VIII.B.11)
- _____ Licensed Surveyor certification (Sec VIII.B.11)
- _____ Title and deed referenced on plan (Sec VIII.B.12)
- _____ Easements and rights of way (Sec VIII.B.13)
- _____ Variances and Special Exceptions granted by Zoning Board of Adjustment and approval dates (Sec VIII.B.14)
- _____ Existing and proposed topographic map at 2 foot intervals (Sec VIII.B.15)

- _____ Water courses and ponds (Sec VIII.B.16)
- _____ Wetlands and wetland setback lines (Sec VIII.B.16) (see also Zoning Sec 409.9)
- _____ Building setbacks (Sec VIII.B.16)
- _____ 100 year flood elevation contour (Sec VIII.B.16) if in "Special Flood Hazard Area" (Sec XI.8)
- _____ Rock ledges (Sec VIII.B.16)
- _____ Tree lines (Sec VIII.B.16)
- _____ Existing and proposed streets and driveways (Sec VIII.B.17)
- _____ Existing and proposed parking (Sec VIII.B.17)
 - _____ Note requirements for size (9'x18' min), quantity (Sec XII), handicap, grade (.5 - 5%), aisle width (22 feet if 90 degree), See Sections X.B and X.D.5
 - _____ Specify percentage of interior of parking area that is landscaped; minimum 5% excluding buffer areas. (Sec X.D.5.b)
 - _____ Landscape strip, 8' min, in parking areas provided between every four rows of parking (Sec X.D.5.c)
 - _____ Landscaping in parking areas is per Sec X.D.5
- _____ Existing and proposed driveways (Sec VIII.B.17)
 - _____ Traffic circulation, pedestrian access, loading facilities, emergency and fire access shall be designed and located to ensure safety on the site (Sec X.A.9)
 - _____ One-way traffic shall only be permitted in aisles serving single-row parking spaces placed at an angle other than ninety degrees (Sec X.B.4)
 - _____ Sidewalks shall be provided to connect main entrances of businesses, industries, multi-family housing units, and parking areas. (Sec X.J)
- _____ Existing and proposed pavement other than parking and driveways (Sec VIII.B.17)
- _____ Existing and proposed buildings (Sec VIII.B.17)
- _____ Size and location of all public and private utilities including water, sewer, gas, power, telephone, cable and fire alarm connection (Sec VIII.B.18) (note underground requirement of Sub-div Sec IX.A.2)
- _____ Description of proposed grade surfaces for grass, pavement, etc (Sec VIII.B.19)
- _____ Table to show Percent of impermeable and permeable surfaces total =100%? (Sec VIII.B.19)
 - _____ Meets Greenspace requirement? Sec X.D.1: In addition to required landscaped perimeter buffer, and 5% minimum landscaped area in parking lots, 10% of remaining upland area of lot shall have no impervious surface and shall be landscaped according to standards in Sec X.D.2.
- _____ 100 year stormwater drainage control plan, including catch basins, culverts, drains, method of storage and disposal, calculations of volume and frequency of run-off (Sec VIII.B.20 & Sec X.C.2) based on Stormwater Management and Erosion and Sediment Control Handbook for Urban and Developing Areas of NH. (Sec X.G.2)
 - _____ Max length between ditch and catch basin is 400 feet. (Sec X.C.2)
 - _____ Post-development runoff rates equal pre-development rates. (Sec X.G.1)
 - _____ Existing and proposed culvert piping \geq 12 inches (Sec X.C.1)
- _____ Existing and proposed fire hydrants (Sec VIII.B.21)
- _____ Existing and proposed street lighting (Sec VIII.B.21)
- _____ Existing and proposed fencing (Sec VIII.B.21).
 - _____ Note that all outdoor storage areas, loading areas and trash receptacles shall be located or screened and fenced to prevent visibility from public roads, parking areas or neighboring properties. (Sec X.D.3)
- _____ Existing and proposed loading docks (Sec VIII.B.21)
- _____ Existing and proposed exterior lighting (Sec VIII.B.21)
- _____ Location of proposed waste disposal (trash) receptacles (Sec VIII.B.22)

- _____ Waste disposal (trash) receptacles should be screened and fenced to prevent visibility from public roads, parking areas, or neighboring properties (Sec X.D.3)
- _____ Description, size, and location of exterior utility areas including HVAC units, electric transformers, towers, above ground fuel storage tanks, etc. (Sec VIII.B.22)
- _____ Landscaping plan to include type, extent, and location of existing and proposed landscaping and open space areas showing what landscaping and open space areas will be retained (Sec VIII.B.23)
 - _____ Note that requirements of Section X.D should be depicted on the landscaping plan.
 - _____ Specify 10 foot landscape buffer area around perimeter of lots (Sec X.D.3)
- _____ Proposed sign location, size, and design (Sec VIII.B.24)
- _____ Location of on-site snow storage (Sec VIII B.25 & Sec X.E)
- _____ Location and results of Test pits (Sec VIII.B.26)
- _____ Location of primary and secondary leach bed sites (Sec VIII.B.26) (4000sq ft. as per State DES)
- _____ Architectural rendering of proposed buildings showing all elevation views (each side) of all buildings and their exterior design. (Sec VIII.B.27) (14 copies) See Sec X.F for details on Architecture plan standards.

State and Federal Permits as applicable

- _____ NH WSPCD septic system design permit including drawing submitted for permit approval (Sec VIII.C.1)
 - _____ Applicant to show that septic system meets all current state and local standards (Sec X.H.2)
- _____ NH Wetlands Board "Dredge & Fill" permit (as required) (Sec VIII.C.2)
- _____ NH Dept of Transportation or Town driveway access permit (Sec VIII.C.3)
 - _____ Permits shall be obtained from the DOT prior to final approval of the site plan (Sec X.A.1)
 - _____ Board to approve after evaluating sight distance, grade, width, and curb (Sec X.A.2)
 - _____ One access point is preferable and two driveways shall be allowed only when a lot has ≥ 300 ft frontage.
 - _____ Driveways shall be at least 100 feet from street intersections and major driveway entrances where possible. (Sec X.A.3-5)
- _____ NH DES permit for underground storage tanks (Sec VIII.C.4) (See RSA 146-C)

Studies or Plans that may be required by the Planning Board per VIII.D:

- _____ **Traffic impact analysis.** (VIII.D.1). May be required by PB due to the size or location, or any other traffic-generation characteristic of the development. (IX.C)
 - _____ Note: Study (or PB) to evaluate traffic circulation, access, egress, adequacy of adjacent streets and intersections, sight distances, accident statistics, curb cuts, turning lanes, existing or recommended traffic signals, pedestrian safety, off-street parking and loading, emergency vehicle access (IX.B.1.a-d)
 - _____ Traffic impact analysis; required when Board deems it necessary for traffic safety due to size, location or any other traffic generating characteristic of the development. (Sec IX. B.1)
- _____ **Soil erosion and sedimentation control plan** during site construction (see Section IX-A) Required if cumulative disturbed area > 20,000 sq. ft., construction of street or road, or critical areas are disturbed.
 - _____ Plan to specify a schedule for the installation of sediment control measures (Sec IX.A.3)
 - _____ Surety bond posted for the installation and removal of sedimentation control measures (Sec IX.A.3)
 - _____ Deed includes owner responsibility for maintaining all soil erosion and sediment control measures in effective working condition including devices and plantings specified in the approved plan (Sec IX A.4)
 - _____ An agent of the Planning Board (Town Engineer) shall inspect during site development to ensure compliance with the approved plan and that control measures are properly installed and maintained (Sec IX.A.5)

_____ **High Intensity Soil Mapping**, (to more specifically identify wetlands) including seal of the licensed Soil Scientist. (Typically required if structure will be within 100 feet of wetlands including wetlands on adjacent properties.)

Reviewed by: _____ Date: _____

This checklist is intended to be a guide. Refer to Site Plan Regulations for complete requirements.